

NYSDEC Coastal Erosion Management Application Checklist

A Coastal Erosion Hazard Area (CEHA) permit is only required for work in CEHA areas. This checklist is designed to assist with CEHA permits only. Additional permits may be required from DEC, or other Federal, State, or Local agencies.

The goal of this checklist is to assist applicants in the preparation of a complete NYSDEC Coastal Erosion Management (CEM) Permit Application. This list is split into two parts. The first part contains the general requirements for a CEM application. All requirements from Part 1 must be met in order for the application to be considered complete. Part 2 lays out additional requirements that must be met for certain types of projects.

We strongly urge those applicants unfamiliar with DEC permitting procedures, as well as those with complex, multiresidential, commercial or industrial projects, to schedule a pre-application conference. Applicants are often pleased to discover that a meeting with DEC staff and other potentially involved agencies in a pre-application conference facilitates explaining the proposed project to these agencies. This meeting allows you to obtain preliminary answers to questions about:

- project plans,
- construction procedures, including equipment access and logistics of materials and equipment storage
- application procedures,
- NPFA and SHA boundaries, and
- standards for permit issuance

If your project does not meet permit issuance standards, you may discuss your project's ability to meet CEHA [variance](#) criteria at your pre-application conference. To schedule your pre-application conference, [contact](#) the the appropriate [regional DEC Environmental Permits office](#).

All project plans must show the Coastal Erosion Hazard Area boundaries. Determinations of these boundaries are the responsibility of the applicant.

Part 1: General Standards

1. Completed and signed [Joint Application for Permit form](#)
2. Part 1 of an [Environmental Assessment Form \(EAF\)](#) completed and signed. If project is a Type I action, use the Full EAF. If project is an unlisted action, use the Short EAF. Information on classifying a project for the State Environmental Quality Review process can be found in [6 NYCRR Part 617](#).
3. Letter signed by landowner designating an authorized agent when the Joint Application for Permit form is not signed by the landowner. Permits are only issued to the landowner, regardless of the designation of an authorized agent.

4. Project plans (4 copies of each) showing an accurate depiction of the existing conditions and the proposed work. See details below.
- scale** (minimum 1" = 30') and North arrow
 - name of preparer and date prepared, and name of property owner
 - property lines and names of all adjacent landowners
 - county tax map numbers
 - address of project location (street and number); if vacant land, give utility pole number or other landmark
 - if project is on Long Island, New York City or Westchester County, identify the Mean High Water Line (MHW)
 - if project is on the Great Lakes, identify the Mean High Water line (MHW) as defined in 6 NYCRR Part 608: [Use and Protection Of Waters](#), and the Mean Low Water (MLW) line
 - outline and identify existing and proposed structures
 - provide dimensions of proposed structures/work areas, grade changes, excavation, filling, and/or clearing and grubbing
 - indicate topographic elevations referenced to National Geodetic Vertical Datum 1929 (NGVD 29) if project is on Long Island, New York City or Westchester County, and International Great Lakes Datum 1985 (IGLD 85) if the project is on Lake Ontario or Lake Erie.
 - if cross sectional views will be prepared, indicate their location on the Site Plan
 - all areas of filling, grading, clearing and grubbing must be shown on site plan

NOTE: Site plans not-to-scale (or NTS) are not acceptable for new construction, restorations, or modifications of structures. Surveys altered by someone other than a NYS licensed Land Surveyor or architect unless otherwise indicated are not acceptable.

5. Recent color photos of project site mounted on a separate sheet labeled with date taken, site address and applicant name; include photo direction detail on site plan.
6. An aerial photo, such as those produced in Google Maps or Bing Maps, showing the current conditions and boundaries of the project site.
7. Location map must show roads with the project site clearly identified and proposed machinery access route clearly identified. If equipment will access and/or work from barge, please specify. - 4 copies.
8. Stamped and signed survey by a NYS licensed Land Surveyor showing existing conditions - 4 copies. Must show full width of the Natural Protective Feature Area (NPFA) and Structural Hazard Area (SHA) lines as depicted on the official DEC Coastal Erosion Area Hazard map (may be obtained at DEC regional office, local building department or by calling (518) 402-8185). Identify the natural protective features (bluff, dune or beach) on the survey by locating: toe and crest of bluff; seaward and landward toes and crest of dune.
9. Indicate and describe the proposed construction methods, techniques, dimensions, and materials to be used.

Part 2: Additional Plan Details for Specific Types of Projects

For Projects Requiring a Cross Section View--Refer to project types below to determine specific requirements for cross sectional details.

These are the Basic Details required:

- scale** (1" = 30') and north arrow
- identify on the Site Plan where the cross section is located
- name of preparer, name of landowner, and date prepared
- indicate topographic elevations referenced to National Geodetic Vertical Datum 1929 (NGVD 29) if project is on Long Island, New York City or Westchester County, and International Great Lakes Datum 1985 (IGLD 85) if the project is on Lake Ontario or Lake Erie.
- existing and proposed structures and grades
- dimensions of all proposed work and affected areas in inches and feet
- distances between structures and components (i.e. distance between new sheathing and old sheathing, distance from bulkhead to house)

Types of Projects

1. Building Structures: Addition, Modification, Restoration, and Reconstruction

Add to Site Plan View:

- specify foundation material (block, poured, piled)
- nature of surface of existing and proposed driveway and/or parking areas (i.e. paved, or unpaved)
- total lot square footage
- percent of lot covered by existing footprint of structures, etc
- percent of lot covered by proposed footprint of structures, etc
- footprint of existing structures, etc., in square feet
- footprint of proposed structures, etc., in square feet
- identify location and details of new or existing septic system, and statement as to septic system capacity for proposed work

Add to Cross Section View:

- show a cross section through the septic system and any new structure in relation to the surrounding ground elevations, nearby structures, and natural protective features

2. Septic systems, dry wells, drainage structures

Add to Site Plan View:

- test hole location; date and time taken
- test hole data including distance to groundwater

Add to Cross Section View:

- structural component dimensions
- separation distance between components and seasonal high groundwater elevation (minimum 2 feet above is required)

3. Walkways and stairways down bluffs or over dunes

Add to Cross Section View:

- height of planking and decking over grade
- footer material, dimensions, depth, and installation method

4. Filling; Dredge Material Deposition; Excavating; Clearing; Grading; Bluff/Dune Restoration; Beach Nourishment

Add to Site Plan View:

- outline of area(s) to be affected by these activities
- identify toe and crest of bluff, or seaward toe, landward toe, and crest if a dune
- if grade changes exceed 2', show contour lines for existing and proposed elevations at 2' intervals
- volume and location of material to be placed/removed in cubic yards
- source and type of material involved (sand, silt, loam, rock) and how the determination of the material type was made. Also include grain size for beach nourishment projects
- method of placing/removing material and location of disposal

Add to Cross Section View - needed when grade changes exceed 2' and for all beach nourishment projects:

- existing and proposed slope of surfaces
- volume of material, in cubic yards, to be placed

5. Dredging/excavation of waterways/beaches

Add to Site Plan View:

- outline area to be dredged
- existing and proposed depths referenced to apparent low water (low water determined on the date and time of site inspection, not the mean low water determined from an 18 year average).
- volume to be removed in cubic yards
- state location of deposition of dredged material
- state the method of dredging/excavation (i.e. hydraulic dredging, clam shell bucket, etc.)
- for hydraulic dredging, show diked disposal area and overflow weir for dewatering

Add to Cross Section View:

- area to be dredged with existing and proposed bottom depths
- for hydraulic dredging, show details of diked disposal area and overflow weir.

6. Retaining walls and shoreline stabilization structures (i.e. gabions, revetments, bulkheads)

justification of the project, stating why a shoreline stabilization structure is required.

- Include supporting documentation such as historic/current erosion rates on the property, historic/current photography, historic/current surveys or site plans, etc.

Reasonable alternatives should be considered to the proposed activity (i.e. toe stone, grading, vegetation, terracing, geogrid, etc.). The department encourages applicants to

- consider the use of “soft” solutions over “hard” structural solutions. Include documentation such as why you feel your method is best suited for the project location and why it was chosen over other shoreline stabilization methods.

The project must not cause a measureable increase in erosion at the proposed site or to

- neighboring properties. Include supporting documentation such as how the structure will tie into the property and the current conditions, with photographs, of the neighboring properties.

A long-term maintenance program must be included with every permit application for

- construction, modification, or restoration of an erosion protection structure. The program must include specifications for normal maintenance of degradable materials, and the periodic replacement of removable materials.

Add to Site Plan View:

- direction of littoral drift (direction of where sediment is drifting to)
- distances from existing substantial structures (i.e. dwelling or telephone pole) in relation to the proposed construction
- source, type and volume (cubic yards) of material proposed for backfill
- limits of backfill

Add to Cross Section View:

- distances from existing structures
- depth below grade of structural components
- depth below apparent low water (low water determined on the date and time of site inspection, not the mean low water determined from an 18 year average) of project components
- if rock structures are proposed, minimum weights and grades of all stone used
- quantity of materials used below mean high water
- details on existing and/or proposed drainage
- type of filter fabric to be used, how and where it is to be placed
- backfill area
- detail of foundation design

7. Groins, jetties and breakwaters

Add to Site Plan View:

- distance landward end is proposed from existing structure(s)
distance from seaward end of structure to apparent high water (High water determined on the date and time of site inspection, not the mean high water determined from an 18 year average)
- the date and time of site inspection, not the mean high water determined from an 18 year average)
- direction of littoral drift
- distances of principal structures on property from apparent high water (High water determined on the date and time of site inspection, not the mean high water determined from an 18 year average)

Add to Cross Section View:

- elevation landward end to be above/below mean high water
- elevation seaward end to be above/below mean low water
- existing slope of beach or nearshore area
- proposed slope of bottom of structure and final beach/nearshore grade
- details of foundation design

Additional requirements for new groins, jetties, breakwaters:

- a list of names and current addresses of all landowners within 500' down drift of project site
- a written evaluation of effects of proposed structure on down drift shoreline by a coastal engineer/coastal specialist and an analysis of the effect(s) of the structure(s) on the site based on US Army Corps of Engineers Coastal Engineering Manual, found at: <http://chl.erd.usace.army.mil/cem>

Additional Guidance

Additional information on the New York State Department of Environmental Conservation's Coastal Erosion Hazard Area program, please visit: <http://www.dec.ny.gov/lands/28923.html>

Example diagrams of coastal structures are given on the DEC website at: <http://www.dec.ny.gov/permits/6342.html>

Additional information on coastal erosion structure engineering can be found in the United States Army Corps of Engineers Coastal Engineering manual located at: <http://chl.erd.c.usace.army.mil/cem>

For additional information regarding New York State's Coastal Policies, please visit the New York State Department of State website at: <http://www.dos.ny.gov/communitieswaterfronts/pdfs/CoastalPolicies.pdf>